

Schedule 153

BOARD OF PARDONS

Nebraska Records Management Division
440 South 8th Street, Suite 210
Lincoln, NE 68508
(402) 471-2559

**REQUEST FOR APPROVAL
OF RECORDS RETENTION
AND DISPOSITION SCHEDULE**

SCHEDULE
153
AGENCY, BOARD OR COMMISSION
BOARD OF PARDONS
DIVISION, BUREAU OR OTHER UNIT
Supersedes 78-2, 78-3 Edition of July 16, 1996

**TO: STATE RECORDS ADMINISTRATOR
STATE OF NEBRASKA**

PART I -- AGENCY STATEMENT

In accordance with Section 84-1212.01, R.R.S. 1943, approval of the attached records retention and disposition schedule by the State Records Administrator is hereby requested. Retention periods and dispositions have been recommended by this agency after a careful evaluation of all factors listed in Section 84-1212.01, R.R.S. 1943.

SIGNATURE

TITLE

DATE

1/20/04

PART II - ARCHIVAL APPROVAL

The attached schedule has been analyzed, all archival and historical material has been properly identified, no disposition except by transfer to the State Archives has been recommended for such material, and this schedule is approved as submitted.

SIGNATURE

DATE

Andrea I. Faling

STATE ARCHIVIST

Jan. 26, 2004

PART III -- APPROVAL BY STATE RECORDS ADMINISTRATOR

The attached schedule has been reviewed in accordance with Section 84-1212.01, R.R.S. 1943, and is approved as submitted.

SIGNATURE

DATE

Jim D. Hall

STATE RECORDS ADMINISTRATOR

2/2/04

INSTRUCTIONS FOR USING THIS SCHEDULE

Records retention and disposition schedules are designed to serve as your records management guidelines for storing and disposing of agency records, regardless of the media on which they reside. This schedule was written specifically for records unique to your office and the State Agencies General Records Schedule #124 contains those records common to most state government agencies. These retention schedules, which are approved by the State Records Administrator, provide your only ongoing authority to dispose of records. Listed below are some basic procedures to follow when applying your schedule.

DISPOSING OF RECORDS

1. Check your schedules to see what the retention period is. Note: Your agency's unique schedule will take precedence over State Agencies General Records Schedule #124 for any items which have differences in retention requirements.
2. Dispose of records that have met their retention periods.
3. Complete a Records Disposition Report for the records you dispose. The Records Disposition Report form is the last page of this schedule. Remove the form, photocopy it, complete the form, make a photocopy for your records, and send the completed form to the Records Management Division at the address below. If you wish, you may receive this form electronically by contacting the Records Management Division. This report establishes that the destruction was performed in your normal course of business.

Please remember to retain the blank form for future use.

NON-SCHEDULED RECORDS

Contact a Records Management Consultant in Records Management to see whether the records will fit under an item already on the schedule. If they do not, they must be retained until they are added to the next revision of your schedule.

SCHEDULE UPDATE

It is the responsibility of each agency to periodically update their schedule. A Records Management Consultant in Records Management can assist you with the schedule update, which involves adding new records and making revisions to existing items. Keeping your schedule current will ensure that you have the ongoing authority to discard records when their useful life has ended.

QUESTIONS

If you have any questions about these procedures, please contact your agency Records Officer or your Records Management Consultant in Records Management. We will help you with any questions the schedule may present, including: transferring records to the State Records Center or State Archives, microfilming records, scanning records, etc.

**Records Management Division
440 South 8th Street, Suite 210
Lincoln, NE 68508-2294
402-471-2559**

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SCHEDULE 153 - BOARD OF PARDONS

153-1 APPLICATION FOR COMMUTATION (formerly Pardon Board File and/or Misdemeanor Offender File)

May include: brief sheet, application requesting clemency, transcripts of previous considerations, letters of support and/or opposition, and other documents considered by the Board during its deliberations. Microfilming ceased in 1981.

CLEMENCY GRANTED: Transfer to the State Archives 3 years after final disposition; retain permanently.

CLEMENCY DENIED: Transfer to the State Archives 5 years after final disposition; retain permanently.

SECURITY MICROFILM: Transfer to the State Archives; retain permanently.

153-2 APPLICATION FOR PARDON (formerly Pardon Board File and/or Misdemeanor Offender File)

May include the following: brief sheet, application requesting clemency, criminal history records, receipt of court costs, transcripts, letters of support and/or opposition, copy of order granting clemency, and other documents considered by the Board during its deliberations. Microfilming ceased in 1981.

CLEMENCY GRANTED: Transfer to the State Archives 3 years after final disposition; retain permanently.

CLEMENCY DENIED: Transfer to the State Archives 5 years after final disposition; retain permanently.

SECURITY MICROFILM: Transfer to the State Archives; retain permanently.

153-3 APPLICATION FOR REPRIEVE OF LICENSE SUSPENSION (formerly Pardon Board File)

May include: brief sheet, application requesting reprieve, sentencing documents, criminal history records, other documents considered by the Board during its deliberations, and Chemical Dependency Evaluations for Reprieve of License Suspension. **The Chemical Dependency Evaluations are maintained in a separate file; these records are confidential and not available for review by the general public.**

CLEMENCY GRANTED: Dispose of at conclusion of license suspension.

CLEMENCY DENIED: Dispose of 5 years after final disposition.

153-4 EXECUTIVE SESSION RECORDINGS AND MINUTES

Record of Executive Sessions held by the Board of Pardons. This is available only through a court order.

Transfer to the State Archives 1 year after the date of meeting; retain permanently.

153-5 PARDON BOARD MEETING PERMANENT RECORD FOLDERS

May include meeting agenda, brief sheets of all cases considered, proof of publication in state papers, news releases, and copies of certificates of clemency.

ORIGINAL RECORD: Microfilm and destroy after 1 year.

SECURITY MICROFILM: Transfer to State Archives; retain permanently.

MICROFILM WORK COPY: Retain permanently.

153-6 PARDON BOARD MINUTES (formerly Pardon Board Official Minutes and Register of Actions)

All official minutes of the Board of Pardons meetings. No Work Copy of the microfilm is made. The Register of Actions is obsolete (2002), but is retained permanently.

ORIGINAL RECORD: Microfilm and retain permanently.

SECURITY MICROFILM: Transfer to the State Archives; retain permanently.

**153-7 PARDON BOARD MISCELLANEOUS
COMMUNICATIONS/CORRESPONDENCE**

Miscellaneous correspondence for cases not yet heard by the Board of Pardons.

See Schedule 124, Communications/Correspondence.

153-8 PARDON BOARD TAPE RECORDINGS (formerly Pardon Board Tape Recordings and Tape Log)

Tape recordings and transcriptions, if any, of all Board deliberations. The Tape Log is obsolete (2002), but is retained for 10 years.

Dispose of 10 years after date of hearing.

TRANSFERRED RECORDS

78-3 Nebraska Department of Correctional Services (Inmate Files). (Transferred to the Department of Correctional Services, Records Retention Schedule #92).

RECORDS DISPOSITION REPORT

TO: SECRETARY OF STATE RECORDS MANAGEMENT DIVISION 440 S. 8TH STREET SUITE 210 LINCOLN, NE 68508-2294	AGENCY
	DIVISION
	SUB-DIVISION

REQUIRED INFORMATION:

In accordance with the Records Management Act, records of this agency have been disposed of under the authorization granted by the following schedule(s):

SCHEDULE NUMBER(S) ONLY (DO NOT INCLUDE SECTION AND ITEM NUMBERS)	TOTAL VOLUME DISPOSED (SEE REVERSE)

OPTIONAL INFORMATION (FOR YOUR USE ONLY):

You may include detailed information which will be useful to you in recording exactly what records were disposed of and under what authority. This might include such things as schedule section and item numbers, title of records, inclusive dates of records, etc. This information is not required to be filed with Records Management.

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DATE	SIGNATURE
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SEND ORIGINAL TO RECORDS MANAGEMENT. MAKE A PHOTOCOPY FOR YOUR RECORDS.

RMA 03006D

VOLUME ESTIMATING GUIDE

**(PLEASE NOTE THAT FOR REPORTING PURPOSES, A BALLPARK
ESTIMATE OF THE TOTAL VOLUME OF MATERIAL DISPOSED IS
ADEQUATE.)**

Vertical File Cabinet, 4 drawer letter-size	6 cubic feet
Vertical File Cabinet, 4 drawer legal-size	8 cubic feet
Lateral File, 4 drawer/shelf letter-size	9 cubic feet
Lateral File, 4 drawer/shelf legal size	12 cubic feet
Records center carton	1 cubic foot
About a pickup load	50 cubic feet